



# UNITED STATES MARINE CORPS

Marine Forces Reserve, FMF, USMC  
4400 Dauphine Street  
New Orleans, Louisiana 70146-5400

ForO 4000.19

FAC

APR 15 1993

# ORIGINAL

## FORCE ORDER 4000.19

From: Commander  
To: Distribution List

Subj: INTERSERVICE AND INTRAGOVERNMENTAL SUPPORT AGREEMENT (ISA)  
ADMINISTRATION AND MANAGEMENT

Ref: (a) DoD Instruction 4100.33  
(b) DoD Directive 3210.6  
(c) DoD Instruction 4000.19  
(d) 31 U.S.C. 1535  
(e) 10 U.S.C. 137  
(f) 41 U.S.C. 4  
(g) Federal Acquisition Regulation (FAR)  
(h) Section 844 of Public Law 103-160  
(i) 10 U.S.C. 2667  
(j) DoD 7220.9-M  
(k) DoD 7000.14-R, Volume 11B  
(l) DoD 7000.14-R, Volume 2A

Encl: (1) ISA Format  
(2) ISA Flowchart  
(3) Definitions  
(4) Categories of Support  
(5) Points of Contact

1. Purpose. To promulgate amplifying guidance and instruction for the efficient management and administration of all Facilities/Site Operations Interservice and Intragovernmental Support Agreements (ISA's) in support of the Marine Forces Reserve (MARFORRES). In accordance with DOD regulations:

a. Reduce operating costs through management oversight and/or reduce or eliminate requirements by seeking alternative sources of support.

b. Monitor and analyze all supporting costs to ensure correct reimbursements and to reduce either short or long term increases.

c. Provide guidance, direction and coordination for modification or termination of existing support agreements.

2. Cancellation. ForO 4000.2

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3. Information

a. ISA's are divided into two general categories: Facilities/Site Support and Mission Support. Facilities/Site Support entails the services provided by the host or other external activity for daily operations and maintenance (utilities, security, administration support, medical, waste disposal, etc.). MARFORRES Facilities has staff cognizance of Facilities/Site Support ISA's. Mission Support ISA's entail those services which directly impact the unit's ability to perform its assigned mission or training objectives. This type of ISA covers maintenance support, calibration services from external agencies other than the U.S. Army, mobilization requirements, and arranging support of SMCR drill and Annual Training (AT) at non-Marine Corps installations. MARFORRES G-4 has staff cognizance of Mission Support ISA's.

b. Support Sources. DoD activities that require support from other sources should first consider using support capabilities available from the activity's host, although tenant activities are not required to use host support when a better value, consistent with mission requirements and regulatory limitations, is available. Consideration should also be given to using capabilities available from other DoD and Federal activities - this discretionary authority is **subject** to higher regulatory authorities that mandate specified sources of service or supply for DoD activities. When there is doubt that obtaining required commercial type support from other DoD or Federal activities would not provide the best value to the receiver, consideration should be given to procuring the support from a commercial source accordance with reference (a). Support obtained from sources other than the host activity **must** comply with standards (e.g., security, safety, environmental, construction) mandated by the host activity.

c. An approved Interservice Support Agreement (ISA) represents a commitment by one government agency to provide specified services material, or support to another government agency. The ISA must **clearly** delineate the terms of the agreement, explicitly stating the responsibilities of all parties. The ISA is prepared on Support Agreement, DD Form 1144 (enclosure (1)).

d. A Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) is used between a supplier and receiver pending the preparation of an ISA, or when an ISA is not suitable or appropriate. It will set forth clearly the responsibilities of all parties to the agreement. MOA's and MOU's may be approved at the unit level.

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4. Interservice Support. DoD activities shall provide requested support to other DoD activities when the head of the requesting activity determines it would be in the best interest of the United States Government, and the head of the supplying activity determines capabilities exist to provide the support without jeopardizing assigned missions. These determinations are signified by signing a support agreement (DD Form 1144 (enclosure(1)))-- no further written determinations are required for agreements between DoD activities. The quality of support services provided to other DoD activities shall be equivalent to the quality of support the supplier furnishes to its own mission, unless otherwise requested or approved by the receiver. DoD activities may request support from other DoD activities when in-house capabilities do not exist, or when support can be obtained more efficiently or effectively from other existing DoD capabilities.

5. Intragovernmental Support. DoD activities may enter into support agreements with non-DoD Federal activities when funding is available to pay for the support, it is in the best interest of the United States Government, the supplying activity is able to provide the support, the support cannot be provided as conveniently or cheaply by a commercial enterprise, and it does not conflict with any other agency's authority. These determinations must be approved by the head of the major organizational unit ordering the support and attached to the agreement. This authority may be delegated, although designees may not be lower than Senior Executive Service, Flag, or General Officer. Reimbursement charges for support provided by DoD activities to non-DoD Federal activities shall be determined the same way as reimbursement charges are determined for other DoD activities. All support agreements for supplies and services provided to, or received from, non-DoD Federal activities must comply with reference (b).

a. Support via Contracts. Support agreements for supplies and services that will be provided via contracts administered by non-DoD Federal activities covered by references (c), (d), and (e), must comply with one or more of the following provisions mandated by reference (f):

(1) The purchase is made under a contract that the supplying agency or unit entered into, **before** the agreement, in order to meet the requirements of the supplying agency for the same or similar services;

(2) The supplying agency is **better** qualified to enter into or administer the contract for specified support by reason of capabilities or expertise that are not available within the Department; or

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(3) The supplying agency is **specifically** authorized by law or regulations to purchase such services on behalf of other agencies, or the purchase is authorized by an Executive Order or by specific circumstances set forth in reference (g).

6. Documentation. Broad areas of recurring interservice and intragovernmental support and cooperation that **do not** require reimbursement should be documented with an MOA or MOU. Recurring interservice and intragovernmental support that requires reimbursement shall be documented on a DD Form 1144, "Support Agreement", or similar format that contains all the information required on DD Form 1144. Support that benefits a receiver without creating additional cost to the supplier (e.g., gate guards, fire protection) may be included on a DD Form 1144, but **must** be identified as non-reimbursable. Provision of a single item or one time service, sales of Defense Business Operations Fund (DBOF) mission products and services, and intragovernmental sales specifically directed or authorized by law may be accomplished on the basis of an order or requisition without preparing a support agreement.

a. Justification. Suppliers of support associated with a support agreement must, upon request, furnish data used to determine the "basis for reimbursement" (i.e., cost per unit of support) and the quantity of support provided.

b. Other Agreements. No-cost agreement with city, county, state, and Federal government activities, and with non-profit organizations should be executed with MOA's and MOU's. Agreements that require the Department to reimburse a non-profit organization, city, county, or state government (**other** than National Guard units) must be executed with a contract. Agreements with city, county, and state government activities for the use of DoD property may be executed via a lease in accordance with reference (i).

7. Reimbursement. Interservice and intragovernmental support is reimbursable to the extent that provision of the specified support for a receiver increases the support supplier's direct cost (i.e., incremental direct cost). Costs associated with common use infrastructure are non-reimbursable, **except** for support provided solely for the benefit of one or more tenants. Support costs that are charged to a support receiver (i.e., reimbursable cost) must be measurable and directly attributable to the receiver. Indirect costs will not be included in reimbursement charges, except those included in stabilized rates charged for DBOF mission products and services (reference (k)). Suppliers of interservice and intragovernmental support are permitted to waive reimbursement from receivers who use or

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benefit from available support without appreciably increasing the supplier's costs (i.e., revenues would be less than the anticipated expense of billing and disbursing funds).

a. Support via DBOF Activities. Reimbursement for DBOF mission products and service (e.g., depot supply, depot maintenance, Public Works Center services, information processing, communications, and software development) shall be based on the approved stabilized rate (reference (k)). Other support incidental to the DBOF activity's primary mission or purpose shall be reimbursed based on direct cost measurable and directly attributable to the support receiver (incremental direct cost), the same as non-DBOF activities--indirect costs may not be included.

b. Support Funded via Supplier. Reimbursement may be charged only for provided support that has not been otherwise funded (e.g., through the support supplier's budget process). And, suppliers may not request appropriations for costs for which they are to be **reimbursed**.

c. Payment. Reimbursements for support provided via a support agreement must be executed with a funds transfer instrument (e.g., Military Interdepartmental Purchase Request, Job Order) in accordance with references (j) and (k). Bills and requests for payment associated with support provided in accordance with a support agreement are **not** subject to audit or certification in advance of payment. Support agreements entered into with non-DoD federal activities obligate an appropriation of the ordering activity and payment may be required in advance. Adjustment of estimated amounts paid in advance shall be made as agreed, on the basis of the actual support provided. Fees charged for intragovernmental support provided via contract may not exceed the actual cost or, if the actual cost is not known, the estimated cost of entering into and administering the contract.

8. Modifications and Terminations. When practical, support agreement modifications and terminations should be made bilaterally and with **sufficient** advance notification to permit appropriate resource adjustments to be made during the budget formulation process (reference (l)). Unforeseen modifications or additions to ISAs, prior to the beginning of a new fiscal year, generated by inclement weather (heat wave, hurricanes, snow, etc.), price fluctuations, unforecasted requirements, etc. will be identified and documented as soon as practical and forwarded to MARFORRES Facilities. Significant modifications or early terminations will be reviewed by counsel. Proper documentation (e.g. justification, cost analysis, etc.) is **necessary** to avoid delays in approving funding level adjustments by the MARFORRES

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Comptroller. If an interservice agreement must be unilaterally terminated, suspended, or significantly modified with less than 180 days notice to other parties of the agreement, the unilateral party may be billed by affected parties for reimbursement of unavoidable termination or re-procurement expenses incurred up to 180 days following the written notification. The 180-day limit and requirement to reimburse for reprocurement expenses do not apply to intragovernmental agreements, and reimbursement for termination costs are subject to negotiation.

9. Consolidation. Whenever feasible, **every** effort shall be made to consolidate all known support requirements into one ISA.

10. Disputes. Unresolvable differences concerning support agreements shall be elevated for resolution through each DoD activity's chain of command.

11. Procedures

a. Support Agreements - DD Form 1144. DoD activities that require support services **not** available in-house should furnish a list of required services to other DoD and Federal activities who may have the capability to provide the support with their personnel or add the requiring activity requirements to an existing contract. Also, DoD activities that wish to decrease the unit cost of support services provided in-house may try to locate additional work load by furnishing a list of available support services to other DoD and Federal activities that use the type support offered. DoD activities that have existing capabilities to provide requested support services should respond to requests for support by **preparing** a proposed support agreement (DD Form 1144) and negotiating its approval. Each DD Form 1144 may have only **one** supplier, but may have **more** than one receiver for services defined in the agreement. Agreements with more than one receiver may use attachments to identify unique requirements and arrangements with each receiver.

b. Support Agreements Manager. The supplying activity's Support Agreements Manager will be responsible for preparing support agreements using information provided by functional and financial managers, for coordinating negotiations and approvals, and for administering support agreement execution, reviews, and eventual termination. When a DoD activity receives support from a non-DoD Federal activity, the DoD activity's Support Agreements manager will be responsible for coordinating DoD negotiations and approvals, and for tracking the agreement execution, reviews, and eventual termination. Also, Support Agreement Managers shall maintain a record of active support agreements and related MOA's and MOU's, and ensure their continued accuracy.

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12. Reviews. Support agreements **will** be reviewed when changing conditions or costs may require substantial alterations to the agreement or development of a new agreement. Minor changes that exceed the limits permissible **without** additional approval (specified in block 11), but do not significantly alter the existing agreement, should be annotated on the existing DD Form 1144 and its attachments, and initialed and dated by the appropriate approving authorities (blocks 8c and 9c), or their designees, when **possible**. Support agreement changes that substantially impact resource requirements and estimated reimbursements should be made concurrently with the budget process to permit appropriate adjustments to budgeted funding.

13. Document Flow. Interservice and Intragovernmental Support Agreements (ISA) are generated **from** the requirements of the individual site I-I/Unit Commander. These requirements are drawn from the functional areas in support of the reservists. Enclosure (1) provides a copy of DD Form 1144 (A computer generated form is available). Enclosure (2) provides a graphic illustration of the document flow. Enclosure (3) provides definitions of common terms associated with ISAs. Enclosure (4) provides common categories of support which maybe **modified** as, appropriate, to suit the particular situation and conditions at the site. The requirements, accompanied by sufficient justification and background information (qty., sq.ft. cost, frequency of support, number of gallons, etc.), are negotiated with the activity providing support. The activity providing support generates the ISA; which is sent, via the appropriate channel to MARFORRES Facilities (Attn: Fiscal Officer). Fiscal staffs the document through the appropriate sections for **amplification** and **validation**, including legal review by Counsel's office, before forwarding to MARFORRES Comptroller. During this process communication with the supporting and supported activity is constant to **ensure** accuracy and every available resource is utilized to **minimize** cost. The document is reviewed by the Comptroller to ensure that it is financially supported. This includes analyzing supplier reimbursements to ensure they are supported by verifiable data that can be used to determine the basis for reimbursement.

14. Action

a. Commanding Generals, Major Subordinate Commands. Ensure all ISA's are prepared, administered, and managed in accordance with the provisions.

b. Commanding Officers, Officer's in Charge, Inspector-Instructors, and Force Units.

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(1) Forward **all** Facilities/Site Support ISA's to MARFORRES (Facilities) via unit cover letter or endorsement. Mission ISA's can be electronically forwarded to MARFORRES G-4.

(2) Use the flow chart in enclosure (2) as a guide for submission of DD 1144's.

(3) Ensure an **annual** review of all ISA's for validity of support and to ensure that a cost analysis and sufficient justification for expenditures and cost reimbursement is maintained and documented.

c. Counsel. Review each ISA for legal accuracy.

d. Comptroller. Review all SMCR ISA's and sign as the "Receiver Comptroller" (block 12, DD Form 1144) when support is obtained by agreement from another branch of service. When ISA's/MOU's are prepared at Marine Corps owned and managed training centers to provide services to another branch of service, review the agreements and sign as the "Supplier Comptroller" (block 11, DD Form 1144).

e. Assistant Chief of Staff, G-4. Serve as the MARFORRES "Receiver Approving Authority" for ISA's pertaining to services, material, and supply support provided to units of the command not relating to host-tenant agreements and base (Facilities/Site) support requirements.

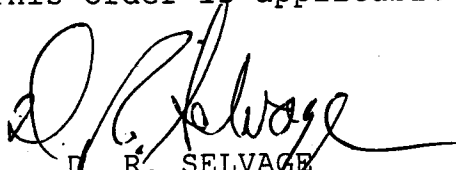
f. Assistant Chief of Staff, Facilities

(1) Serve as the MARFORRES "Receiver Approving Authority" (block 14a, DD Form 1144) for ISA's that pertain to host-tenant agreements at Reserve Training Centers and for base (Facilities/ Site) support requirements. Additionally, serve as the MARFORRES "Supplier Approving Authority" (block 14a, DD Form 1144) for ISA's that pertain to host-tenant agreements at Marine Corps owned and Managed training centers when services are provided by the Marine Corps Reserve Training Center to another branch of service.

(2) Serve as overall manager for initiatives for reduction and streamlining of costs for ISA's.

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15. Reserve Applicability. This Order is applicable to the  
Marine Corps Reserve.

  
D. R. SELVAGE  
Chief of Staff

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<b>SUPPORT AGREEMENT</b>			
<b>1. AGREEMENT NUMBER</b> <i>(Provided by Supplier)</i>	<b>2. SUPERSEDED AGREE. NO.</b> <i>(If this replaces another agreement)</i>	<b>3. EFFECTIVE DATE (YYMMDD)</b>	<b>4. EXPIRATION DATE</b> <i>(May be "Indefinite")</i>
<b>5. SUPPLYING ACTIVITY</b>		<b>6. RECEIVING ACTIVITY</b>	
<b>a. NAME AND ADDRESS</b>		<b>a. NAME AND ADDRESS</b>	
<b>b. MAJOR COMMAND</b>		<b>b. MAJOR COMMAND</b>	
<b>7. SUPPORT PROVIDED BY SUPPLIER</b>			
<b>a. SUPPORT</b> <i>(Specify what, when, where, and how much)</i>		<b>b. BASIS FOR REIMBURSEMENT</b>	<b>c. ESTIMATED REIMBURSEMENT</b>
ADDITIONAL SUPPORT REQUIREMENTS ATTACHED: <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>8. SUPPLYING COMPONENT</b>		<b>9. RECEIVING COMPONENT</b>	
<b>a. COMPTROLLER SIGNATURE</b>	<b>b. DATE SIGNED</b>	<b>a. COMPTROLLER SIGNATURE</b>	<b>b. DATE SIGNED</b>
<b>c. APPROVING AUTHORITY</b>		<b>c. APPROVING AUTHORITY</b>	
(1) Typed Name		(1) Typed Name	
(2) Organization	(3) Telephone Number	(2) Organization	(3) Telephone Number
(4) Signature	(5) Date Signed	(4) Signature	(5) Date Signed
<b>10. TERMINATION</b> <i>(Complete only when agreement is terminated prior to scheduled expiration date.)</i>			
<b>a. APPROVING AUTHORITY SIGNATURE</b>	<b>b. DATE SIGNED</b>	<b>a. APPROVING AUTHORITY SIGNATURE</b>	<b>b. DATE SIGNED</b>

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**11. GENERAL PROVISIONS** (Complete blank spaces and add additional general provisions as appropriate: e.g., exceptions to printed provisions, additional parties to this agreement, billing and reimbursement instructions.)

- a. The receiving components will provide the supplying component projections of requested support. (Significant changes in the receiving component's support requirements should be submitted to the supplying component in a manner that will permit timely modification of resource requirements.)
- b. It is the responsibility of the supplying component to bring any required or requested change in support to the attention of \_\_\_\_\_ prior to changing or cancelling support.
- c. The component providing reimbursable support in this agreement will submit statements of costs to: \_\_\_\_\_
- d. All rates expressing the unit cost of services provided in this agreement are based on current rates which may be subject to change for uncontrollable reasons, such as legislation, DoD directives, and commercial utility rate increases. The receiver will be notified immediately of such rate changes that must be passed through to the support receivers.
- e. This agreement may be cancelled at any time by mutual consent of the parties concerned. This agreement may also be cancelled by either party upon giving at least 180 days written notice to the other party.
- f. In case of mobilization or other emergency, this agreement will remain in force only within supplier's capabilities.

ADDITIONAL GENERAL PROVISIONS ATTACHED: ☐ YES ☐ NO

**12. SPECIFIC PROVISIONS** (As appropriate: e.g., location and size of occupied facilities, unique supplier and receiver responsibilities, conditions, requirements, quality standards, and criteria for measurement/reimbursement of unique requirements.)

ADDITIONAL SPECIFIC PROVISIONS ATTACHED: ☐ YES ☐ NO

DD FORM 1144, MAR 92 (Back)

Encl (1)

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1. Procedures for Completing DD Form 1144

a. Block 4 - Expiration Date. Support agreements should be effective for an "indefinite" period of time unless there is a compelling reason to specify a specific expiration date.

b. Blocks 5a and 5b - Supplying Activity. Block 5a will contain the Department of Defense Activity Address Code (DoDAAC) of the reserve unit, not the active duty staff, when the SMCR unit is the receiver. Block 5b will contain DoDAAC for Commander, MARFORRES.

c. Blocks 6a and 6b - Receiving Activity. Name, address, and Command of activity which is being supported.

d. Block 7 - Support Provided by Supplier. Blocks 7a, 7b, and 7c contain sufficient summary information to identify the types of support that will be provided (i.e., support categories), the cost per unit of reimbursable support (i.e., basis for reimbursement), and an estimate of annual funding that will be required for the specified support (i.e., estimated reimbursement). Additional details and information required to clearly define all requirements and expectations pertaining to the support that will be provided and the development of cost data for each category of support should be provided as an attachment to block 12, "Specific Provisions".

e. Block 7a - Support. Recommended categories of support and customary reimbursements are furnished in enclosure (4). The recommended categories maybe combined, subdivided into smaller categories, or otherwise modified as required to accurately define the agreed upon support in a way that incremental direct cost incurred to provide the support can be tracked by the supplier.

f. Block 7b - Basis for Reimbursement. The basis for reimbursement (i.e., cost per defined unit of service) recorded in block 7b shall be determined by the supplier's computation of incremental direct costs incurred by the supplier to provide each unit of support provided to the receiver. Costs must be **measurable** and **segregated** on a **reasonable** and **auditable** basis. Also, costs must be attributable to the support received and the receiver and the receiver must be able to influence the cost either by management initiatives that can reduce or eliminate the requirement, or by seeking an alternative source for the service. The process and forms for effecting reimbursement of services, other than DBOF activity mission

Enclosure (1)

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products and services, are prescribed in chapter 26, "Reimbursements", of the DoD Accounting Manual (reference (j)). When support services provided without reimbursement are listed in block 7a, "no reimbursement" notation must be included in blocks 7b and 7c.

g. Block 11 - General Provisions. Parties to the agreement not included in block 6, documentation requirements, and general provisions essential to the execution of the support agreement shall be recorded in block 11. A documentation process should be specified for billings and disbursements -- it should be of sufficient detail to permit support receivers to validate the accuracy of billings. Also the degree to which support and cost basis changes (e.g., percent) may be made annually without submitting the changes to the agreement approval authorities should be defined. Agreements with non-DoD Federal activities for support that will be provided, in whole or in part, via a contract shall include:

(1) The FAR clause "Allowable Cost and Payment", or an equivalent provision that invokes the commercial cost principles set forth in Part 31 of the FAR (reference (g)). For nonprofit organizations, the cost principles set forth in Part 31.702 of reference (g);

(2) Identification of the parties authorized to issue orders under the agreement, including signature requirements;

(3) Identification of any limitations that must be complied with in the scope or amount of support that may be procured;

(4) A description of the methods for pricing and issuing orders, and the level of cost details to be provided by the servicing agency, including administrative charges;

(5) Defined responsibilities for contract administration and contract duties;

(6) Assign responsibilities to the Defense Contract Management command and the Defense Contract Audit Agency;

(7) Requirements and internal controls for access to, development of, and commercialization of classified information;

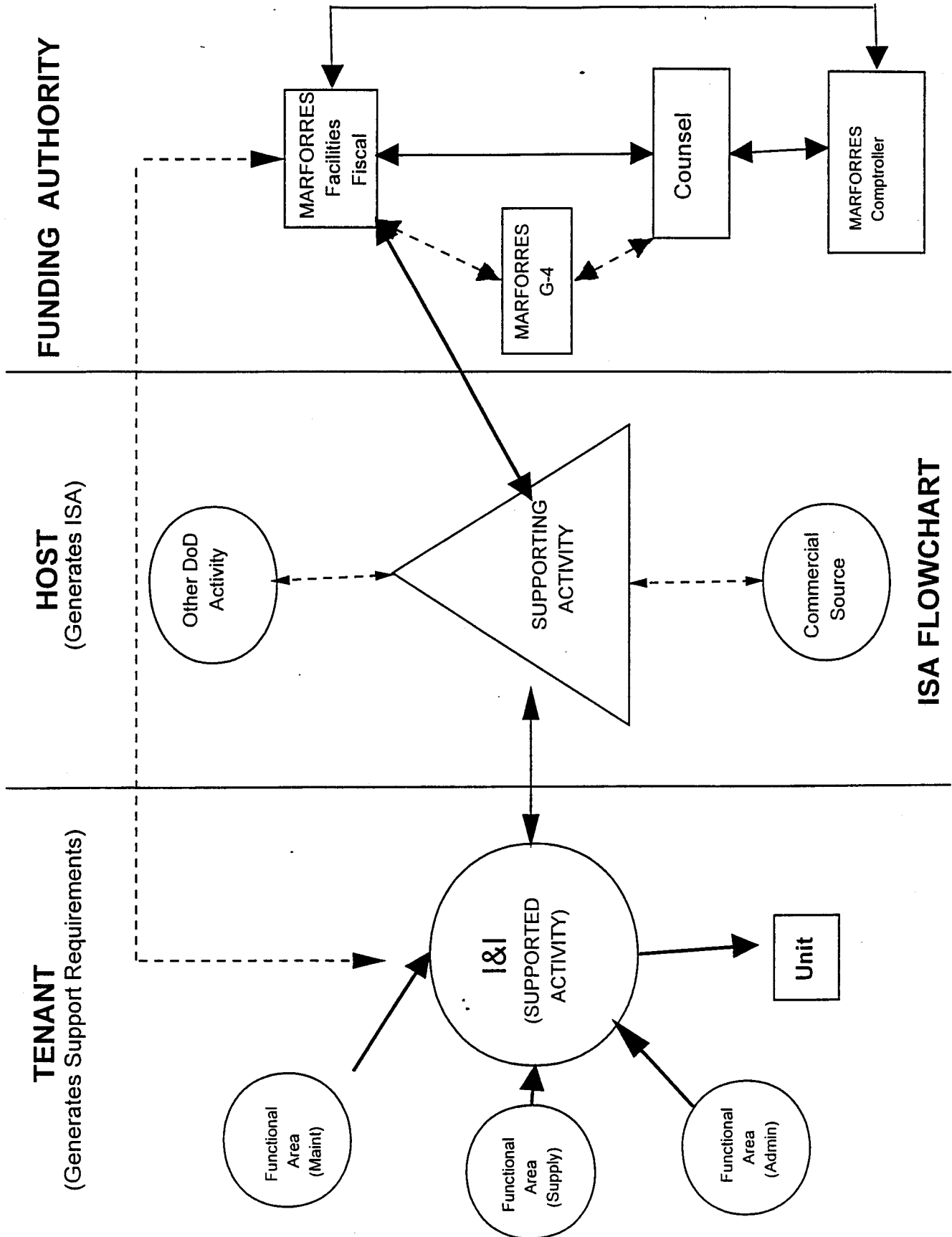
(8) Procedures to limit advance payments of funds required to commence work when the performing agency uses a commercial bank account; and

Enclosure (1)

(9) Provisions for the performance of reviews by DoD program officials to ensure that amounts billed by the performing agency are proper for payment and commensurate with the services received.

h. Block 12 - Specific Provisions. Specific details essential to a clear understanding of the support to be provided (categories of support), the methods used to determine the basis of reimbursement, and the projected quantity of supported used to calculate the estimated annual reimbursement shall be recorded in block 12. Support definitions should be sufficient to ensure a common understanding of what support will be provided and where applicable, the frequency or when it will be provided, where it will be provided, the quantity to be provided; and the required quality standards. Any other conditional provisions relating to specific categories of support (e.g., receiver furnished equipment, facilities, supplies or material) should also be defined and quantified in block 12.

Enclosure (1)



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## DEFINITIONS

1. Approval Authority (blocks 8c and 9c on DD Form 1144). The activity commander, director, or chief who has authority over personnel and materials utilized in **providing** the specified support (block 8c), and the activity commander, director, or chief who has authority over the mission **receiving** the support (block 9c). Additional approvals required for intragovernmental orders shall be attached to the support agreement:

a. Orders placed with non-DoD Federal activities shall include a determination approved by the head of the major organizational unit ordering the support, or designee. Designees may not be lower than a Senior Executive Service, Flag or General Officer.

b. Orders placed for contracted support with non-DoD Federal activities not covered by 10 U.S.C. 137, 41 U.S.C. 4, or the FAR shall be approved by the senior acquisition executive responsible for purchasing by the ordering agency or unit.

2. Basis for Reimbursement (block 7b on DD Form 1144). A dollar value for a *defined* unit of service (e.g., \$50 annually per square foot of occupied office space, \$50 monthly per assigned military personnel, \$800 per each occurrence). Calculations used to determine the basis for reimbursement are recorded in block 12.

3. Best Value. The source that provides the *most advantageous* benefits per net cost. Advantageous benefits include all factors that influence effectiveness and life-cycle cost of the product or service.

4. Federal Activity. Any organizational unit of the Federal Government -- includes Federal departments, agencies, establishments, corporations (e.g., Tennessee Valley Authority), boards, committees, commissions; councils (e.g., Cooperative Administrative Support Units), and quasi-official agencies (e.g., Smithsonian Institution).

5. Incremental Direct Cost. The cost of resources directly consumed by an individual activity that would not have been consumed if the individual activity were not performed. A cost that is specifically identified with a single cost object.

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6. Indirect Cost. The cost of resources, including overhead, that support more than one cost object (i.e., not consumed by a single cost object).
7. Intragovernmental Support. Support provided by a DoD activity to a non-DoD Federal activity and vice versa--does not include support provided to or recieved from foreign governments.
8. Interservice Support. Support provided by one DoD activity to a DoD activity of another Military Service, Defense Agency, Unified Combatant Command, Army Reserves, Navy Reserves, Air Force Reserves, Marine Corps Reserves, Air National Guard, or Field Activity.
9. Joint Interservice Regional Support Group (JIRSG). Representatives from DoD activities in designated geographical regions who meet to share innovative ideas and seek opportunities for improving mission quality, efficiency, and effectiveness through the use of support agreements and other cooperative efforts.
10. Memorandum of Agreement (MOA). Memorandums that define general areas of conditional agreement between two or more parties -- what one party does depends on what the other party does (e.g., one party agrees to provide support if the other party provides the materials). MOAs that establish responsibilities for providing recurring reimbursable support should be supplemented with support agreements that define the support, basis for reimbursement for each category of support, the billing and payment process, and other terms and conditions of the agreement.
11. Memorandum of Understanding (MOU). Memorandums that define general areas of understanding between two or more parties -- explains what each party plans to do; however, what each party does is not dependent on what the other party does (e.g., does not require reimbursement or other support from receiver).
12. Support Agreement. An agreement to provide recurring support to another DoD or non-DoD Federal activity. Support agreements are recorded on a DD Form 1144, or a similar format (e.g., computer generated DD Form 1144). They define the support to be provided by one supplier to one or more receivers, specify the basis for calculating reimbursement

Enclosure (3)

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charges (if any) for each service, establish the billing and reimbursement process, and specify other terms and conditions of the agreement.

13. Support Agreement Manager. The person at each DoD activity who is responsible for preparing and administering support agreements and related MOAs and MOUs. Preparation of agreements includes collecting, from appropriate sources, all information needed to draft agreements and facilitate related negotiations, coordinations, approvals, and implementation. Administering agreements includes maintaining a record of active agreements, ensuring their continued accuracy, and facilitating agreement on modifications and terminations when appropriate.

Enclosure (3)

## CATEGORIES OF SUPPORT

1. The common base support categories in section, below, provide a simplified method of defining support services that may be included in a support agreement (block 7a). The category definitions should be modified and expanded for each agreement to clearly define the **specific** support that will be provided in each category. When necessary, these support categories may be combined or subdivided by the supplier to permit tracking of incremental direct costs. Additional support categories may be developed to define services not included below (e.g., stevedore services).

2. Each of the categories are identified as customarily reimbursable or customarily non-reimbursable; however, determination of whether a support service is reimbursable must be based on local conditions. Recurring interservice and intragovernmental support is reimbursable to the extent that provision of the specified support to a receiver increases the support suppliers direct costs and that cost is **measurable** and **attributable** to the support receiver. Support services that are operated for the supplier's benefit and that also benefit other activities without increasing the cost to the supplier are not reimbursable.

3. Incremental direct costs should be associated with units of support (e.g., \$5 per square foot) to simplify calculation of reimbursement charges. The types of units used in support agreements should be those most *practical* for accurately defining how much support is provided.

4. Support categories:

Administrative Services. Includes records management, personnel locator, document control and handling, forms and publications, and maintenance of official publications reference libraries. (customarily non-reimbursable)

Audio and Visual Information Services. Includes still photography, graphics, micrographics, and presentation services. Also, includes film, video and audio media services. (customarily reimbursable)

Automated Data Processing and Automation Services. Includes data processing services and systems analysis. Also, includes design,

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development, execution, and life cycle maintenance of data processing systems. (customarily reimbursable)

Chapel and Chaplain Services. Includes pastoral ministries, worship services, religious rites, pastoral visits, spiritual counseling, and religious education. (customarily non-reimbursable)

Civilian Personnel services. Includes recruitment, classification, staffing, pay administration, personnel management, employee relations, awards, equal opportunity programs, and career development. (customarily reimbursable)

Clubs. Includes officer, noncommissioned officer, enlisted, all hands, aero, community and other recreational clubs. (customarily non-reimbursable)

Command Support. Includes oversight and management provided by the installation commander and the command element office staff. (non-reimbursable)

Common Use Facility Construction, Operations.- Maintenance. and Repair. Includes construction, alteration, operation, maintenance, and repair of common use infrastructure (e.g., roads, grounds, surfaced areas, structures, real property and installed equipment). Also includes common benefit signs, energy consumption, snow removal, street cleaning, and installation beautification projects. (customarily non-reimbursable)

Communication Services. Includes dedicated communications services and telephone equipment. May also include leasing of communication equipment, lines, and special communications-electronics equipment services. (customarily reimbursable)

Community Relations. Includes public relations activities, charity fund raising events, and installation open house programs. (customarily non-reimbursable)

Community Services. Includes family support center activities, child development services, dependent youth activities, theaters, and thrift shops. (customarily nonreimbursable)

Custodial Services. Includes janitorial and cleaning services for customer-occupied and customer-used facilities and areas. (customarily reimbursable)

Disaster Preparedness. Includes operation of disaster preparedness programs and related services, equipment, and facility support for emergencies and wartime operations. (non-reimbursable)

Duplication Service. Includes the operation of centralized copying equipment and related services. (customarily reimbursable)

Education Service. Includes instruction, counseling, and testing. (customarily reimbursable)

Entomology Services. Includes abatement and control measures directed against insects, rodents, weeds, fungi, and other animals or plants that are determined to be undesirable in buildings, equipment, supplies, and on grounds. (customarily reimbursable)

Police Services. Includes maintaining law and order (e.g, enforcement of traffic laws, accident investigation, and criminal investigations), traffic management, vehicle decals, and parking pass services. Also, includes operation of confinement and detention facilities, and related services. (customarily non-reimbursable)

Printing Service. Includes the operation of centralized printing, collating, binding, and mass mail addressing services. (customarily reimbursable)

Public Affairs. Includes activities aimed toward responding directly or through news media to the general public's right and need to know how DoD activities accomplish assigned tasks and missions. Also includes distribution of public and community relations information. (customarily non-reimbursable)

Purchasing and Contracting Services. Includes acquisition and contract administration services for procurement of property, equipment, services, construction, and supplies. Also includes services for renting and leasing. (customarily reimbursable)

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Refuse Collection and Disposal. Includes collection and disposal of trash and waste materials. (customarily reimbursable)

Resource Management. Includes funds management, cost analysis services, and budget formulation, reporting, and execution. Also includes financial liability investigation of property losses. (customarily reimbursable)

Retired Affairs. Includes operation of retired affairs support offices and provision of special services, activities, and programs provided primarily for retired personnel. (nonreimbursable)

Safety. Includes operation of safety programs, educational support, and promotional efforts. (customarily non-reimbursable)

Security Services. Includes security inspections, controlling entry and egress, and protecting official and personal resources at DoD-owned or DoD-operated facilities. (customarily non-reimbursable)

Shuttle Services. Includes scheduled operation of local taxis, vans, and bus, transportation services -- does not include chartered transportation services. (customarily non-reimbursable)

Social Actions. Includes civilian and military personnel assistance and training pertaining to substance abuse and human relations. (customarily non-reimbursable)

Storage and Warehousing. Includes provision of space and services related to the management of commodities, material, and equipment; includes receipt, storage, issue, and shipment of items from storage. (customarily reimbursable)

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Supply Services. Includes the provision of any common, generally expendable, non technical commodity, material, or equipment (e.g., administrative office and housekeeping supplies, duplicating paper, common hardware, plumbing and electrical supplies, building materials, paint, and tools). (customarily reimbursable)

Technical and Legal Libraries. Includes technical and legal libraries, and services that provide limited reference information for official purposes. (customarily non-reimbursable)

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Training Service. Includes instruction and use of target ranges, simulators, and other training facilities. (customarily reimbursable)

Transportation Services. Includes transportation services related to both commercial and Government-owned transportation of personnel, personal property, and material. Also includes shipment planning, packing and crating, port clearance, scheduling, processing of transportation documents, and related transportation services. (customarily reimbursable)

Utilities. Includes water, sewage, electricity, natural gas, and fuel oil services. Also, includes central generation and distribution of steam, chilled water, and compressed air. (customarily reimbursable)

Vehicle Support. Includes maintenance and repair of customer vehicles, and supply, maintenance and repair of vehicles provided for a customer's use. Also, includes chartered transportation services. (customarily reimbursable)

Weather Services. Includes advising and providing timely notification of weather conditions that would affect planned activities. (customarily non-reimbursable)

Enclosure (4)

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Points of Contact

## MARFORRES

AC/S Facilities (FAC)

Deputy

Environmental

Facilities

Fiscal (ISA)

NEPA

Safety

## Commercial

(504) 678-6825

(504) 678-6824

(504) 678-6886

(504) 678-6818

(504) 678-4144/

8489

(504) 678-5289

(504) 678-0686/

0687

AC/S Comptroller

(504) 678-6265

Budget Officer

(504) 678-6006

Fiscal Operations Officer

(504) 678-6027

Fiscal Operations/Comptroller Chief

(504) 678-6843

AC/S G-4

(504) 678-4117

Operations ISA Manager

(504) 678-1515/

4944

Office of Counsel

(504) 678-8016

4th MAW Fiscal Officer

(504) 678-4996

DSN prefix is 678.